



# WEST WINDSOR PLAINSBORO HIGH SCHOOL NORTH NORTHERN KNIGHTS FOOTBALL BOOSTER CLUB

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## Bylaws

Adopted: Fall 2001

### **Article I: Name**

The name of the Organization will be the "Northern Knights Football Booster Club."

### **Article II: Purpose**

Section 1. The purpose of the organization is to provide support for the West Windsor Plainsboro High School North football program and coaching staff while promoting school spirit.

Section 2. To increase parent and community involvement

### **Article III: Amendments**

Section 1. Any change(s) to the Bylaws must be submitted to the membership in writing at one meeting and then presented again at the next regular of the Association at which time final action may be taken.

Section 2. Two-thirds majority of members present must pass amends to bylaws.

### **Article IV: Membership**

Section 1. Membership in this organization is open to anyone wishing to join in support of the football program at West Windsor Plainsboro High School North.

Section 2. Membership dues will be determined each year by the Executive Board.

Section 3. Every member must complete an application.

Section 4. Members will be deemed in good standing after presenting payment of dues, participating as a committee volunteer and attending fifty percent of the general membership meetings.

## **Article V: Officers**

- Section 1. Officers of the organization shall be a President, Vice-President, Secretary and Treasurer.
- Section 2. In case the office of the President becomes vacant, the Vice-President shall automatically become President. A general election shall then be held to fill the Vice President's position. A similar election will be held to fill a vacancy for Secretary and Treasurer.
- Section 3. Officers shall be elected by ballot annually in April and shall serve a term of one calendar year or until their successors are elected.
- Section 4. Officers shall assume their official duties on May 1<sup>st</sup>.
- Section 5. A person shall not be eligible to serve more than two consecutive terms in the same office.
- Section 6. All meetings will be conducted in accordance with "Robert's Rules of Order."

## **Article VI: Elections**

- Section 1. The President shall appoint a nominating committee at the February meeting.
- Section 2. The nominating committee shall obtain the consent of the nominees to place their names on the slate. All nominees shall be members in good standing of the organization by the end of the first weekend in February.
- Section 3. Elections shall be held by ballot at the regular April meeting.

## **Article VII: Duties of the officers**

- Section 1. The President shall preside at all club and Executive Board meetings, appoint the standing committee heads, appoint special committees and serve as ex-officio member of all committees except the nominating committee.
- Section 2. The Vice-President shall assume the duties of the President in his/her absence and shall automatically become President in case of resignation of the President. In addition, the Vice-President shall be the Chairman of the membership committee.
- Section 3. The Secretary shall record all proceedings of the meetings and shall handle all correspondence. Minutes must be delivered to the entire membership prior to the next meeting.
- Section 4. The Treasurer shall collect all dues and care for the club's funds, keep accurate records of receipts and payments, submit a report at each Executive Board meeting, submit a financial report at each regular membership meeting, and an annual report at the close of his/her term of office. Prepare procedures for purchases of goods and/or services, disbursement of funds per an approved budget, and the disbursement in excess of an approved budget with prior approval of the Executive Board. No member of the Booster Club may enter into any contract or incurred debt without approval of the Officers of the Club.
- Section 5. All officers shall deliver to their successor's official material not later than thirty (30) days following the date on which new officers assume their duties.

## **Article VIII: Executive Board**

Section 1. The Executive Board shall consist of the officers and chairs of standing committees.

Section 2. The Executive Board shall have supervision over the affairs of the organization between meetings and shall see that the objectives of the organization are accomplished.

## **Article IX: Committees**

Section 1. The President may create such standing committees, as deemed necessary to accomplish the goals and carry on the work of the association.

Section 2. The President of the association may be ex-officio member of all committees, except the nomination committee.

## **Article X: Meetings**

Section 1. Regular meetings shall be held bi-weekly during the football season or as co called by the President. During the off-season, meetings shall be held as needed, to be determined by the Executive Board.